

Annex A

DIRECTION & CONTROL

I. MISSION

To establish an Emergency Operations Center (*EOC*) from which the Governor, or his/her designee, can direct and control emergency operations statewide. Detailed procedures for the Virginia Emergency Operations Center (*VEOC*) operations must be developed and maintained. An ongoing training program must be provided for the Virginia Emergency Response Team (*VERT*), and adequate facilities and equipment must be provided.

When a tropical system, or the remnants of a tropical system, is threatening coastal Virginia, or the remnants of a tropical system which made landfall along the Gulf coast is tracking into inland Virginia, the VEOC monitors the situation and will be augmented accordingly. The VEOC will be staffed to collect information, review status of pre-landfall protective actions, produce the required reports and coordinate requests for assistance from local governments. A State EOC Procedures Manual for Emergency Operations (*EOC SOP*) is published separately. It serves as the basis for VEOC training activities as well as for response operations.

II. ORGANIZATION

The state response to the event will be under the direction of the State Coordinator, who reports directly to the Governor or their designee. The supporting VEOC staff may also be part of the VERT.

Emergency operations must be compatible with the National Response Framework (*NRF*) and the Department of Homeland Security (*DHS*) / Federal Emergency Management Agency (*FEMA*) Region III Hurricane Season Operational Guidance. In the event of a hurricane, federal staff and resources may be available to augment and supplement state and local emergency operations. DHS/FEMA Headquarters will designate a Principle Federal Official (*PFO*).

III. CONCEPT OF OPERATIONS

In the event of a hurricane, the Governor will issue an Executive Order authorizing the use of state resources to supplement the efforts and resources of local governments and relief organizations in preventing or alleviating the damage, loss and hardship when it is evident that the situation is beyond their capability or expertise. Local governments shall implement their Emergency Operations Plan as needed in order to protect public safety and property.

- A. The VEOC will disseminate the issuance of an Executive Order to the Governor's Cabinet, state agency directors, state agencies, Virginia Department of Emergency Management (*VDEM*) staff, and local government via established communications pathways.
- B. The VEOC must respond effectively to developing events. When severe weather events are developing, the Watch Center will monitor the situation and disseminate appropriate weather information on a continuous basis to the Governor's Cabinet, state agency directors, state agencies, VDEM staff, and local governments as prescribed in guidance documents and procedures.

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Concept of Operations - Continued

- C. The VDEM Hurricane Program Manager and/or the Hurricane Program Planner will relocate to the VEOC at Readiness Condition 4. The Hurricane Program Manager or designee will make preparation to provide technical planning guidance and assistance with evacuation decisions using HURREVAC, hurricane tracking models and other tools.
- D. The VEOC will conduct conference calls with National Weather Services, state agencies, and local governments to discuss the weather forecast (*i.e., storm arrival and potential impact*) and operational issues, including evacuation and sheltering. Daily situation reports must be submitted by each affected local EOC to the VEOC.
- E. Radio Amateur Civil Emergency Services (*RACES*) will serve as an alternate or backup means of communications between the VEOC and affected locality EOC's.
- F. The VDEM Mobile Command Post or Technical Support Unit (*TSU*) or other resources may be available and deployed as needed for on-scene emergency operations and/or communications purposes.
- G. After the impact, if local government is unable to provide the capability and expertise to effectively manage the event, the VEOC shall coordinate request(s) for state assistance. Should the event be beyond the capability of the state to respond, the VEOC will coordinate with DHS/FEMA for federal assistance to the impacted area.
- H. In collaboration with the DHS/FEMA, State and local governments, the VEOC will deploy Preliminary Damage Assessment (*PDA*) Teams to document the impact on individuals, families, businesses and public property.
- I. During recovery operations, the major activity will shift to a forward location(s) near the impacted area(s) in order to more effectively support state and local recovery. When this occurs, previously-designated VEOC staff and other state and volunteer agencies will deploy to the forward operating location(s) which are usually located in the Joint Field Office (*JFO*). As responsibility for recovery operations is assumed by the JFO staff, the VEOC activities will be scaled down accordingly, returning to normal operations as soon as possible.
- J. The Joint Information Center (*JIC*), when established, will coordinate all public news releases.
- K. In order to assure the operational capability of the VEOC, periodic tests and exercises will be conducted to test the validity of plans and procedures, to provide training for the VERT and to test the adequacy of facilities and equipment. An after-action report identifying specific corrective actions will be prepared after each exercise.

IV. NON-COASTAL TROPICAL EVENT

When the remnants of a tropical system which made landfall along the Gulf coast is tracking into inland Virginia, the VEOC monitors the situation and will be augmented accordingly. The VEOC will be staffed to collect information, review status of post-landfall protective actions as may be necessary for the threat, produce the required reports and coordinate requests for assistance from local governments. Under such conditions, forecast or threats for heavy rainfall, major thunderstorm activity and possible tornado activity resulting in possible inland flooding and abnormal wind impacts may cause substantial damage to the Commonwealth. In such cases where Flood Warnings are issued by the National Weather Service, the specific wind thresholds for the implementation of the above Readiness Conditions may not exist. In such cases the VEOC will continue operations at an Increased Readiness level according to the level of threat to the Commonwealth.

V. EVACUATION ACTION TIMELINE

Evacuation Action Timeline

Readiness Condition	Hours/Days to Arrival <i>Tropical Storm Winds</i>	Actions	Approximate Track Error
RC-4 <i>(144-96 Hours)</i>	144 Hours D-6	Activate Virginia Evacuation Coordination Team for Operational Response (VECTOR)	<i>Not Available</i>
	120 Hours D-5	Governor's Emergency Declaration	<i>Not Available</i>
RC-3 <i>(96-48 Hours)</i>	96 Hours D-4	Pre-Position State Resources State Agency Personnel & Supplies DSS ,VSP, VDOT, VaNG, & OEMS	<i>@230 nm</i>
	72 Hours D-3	Governor's Evacuation Briefing	<i>@175 nm</i>
RC-2 <i>(48-24 Hours)</i>	48 Hours D-2	Governor's Consultation of Mandatory Evacuation w/ Local Officials	<i>@125 nm</i>
	38 Hours	Implement Mandatory Evacuation	
	36 Hours	Governor's Lane Reversal Decision Point	<i>@100 nm</i>
	30 Hours	Implement Lane Reversal Evacuation	
RC-1 <i>(24-0 Hour)</i>	24 Hours D-1	Continue Evacuation	<i>@65 nm</i>
	12 Hours	Continue Evacuation	<i>@40 nm</i>
	6 Hours	Initiate Termination of Evacuation & Lane Reversal	
	0 Hour	Arrival of Tropical Storm Force Winds	

VI. DIRECTION & CONTROL - READINESS CONDITION ACTION CHECKLIST

Readiness Condition 5 - Routine Operations

- 1) VDEM Hurricane Program Manager (*HPM*) will develop and maintain the Hurricane Response Plan to the (*COVEOP*).
- 2) VDEM Director of Operations will develop and maintain VEOC SOP that provides for VEOC operations.
- 3) VDEM Information Technology staff will maintain an in-house capability to use computer-aided hurricane tracking and evacuation decision tools and programs.
- 4) Hurricane Program Manager (*HPM*) and/or the Hurricane Planner provides training for VEOC staff and the VERT, as needed.
- 5) VDEM Watch Center staff will monitor and track named or numbered tropical systems and update data into HURREVAC.
- 6) VDEM Director of Operations will develop a detailed staffing plan for the VERT for augmentation of the VEOC if needed for activation.

Readiness Condition 4 - Forecast Arrival of Tropical Storm Force Winds 144 to 96 Hours

- 1) Hurricane Program Manager (*HPM*) or the Hurricane Planner will alert the Director of Operations and other key personnel when a named tropical system has the potential to impact the Commonwealth.
- 2) VERT Coordinator will set VEOC Condition C. (*The VEOC Operations Plan is published separately.*)
- 3) Hurricane Program Manager (*HPM*) and/or the Hurricane Planner report to the VEOC and begin analyzing potential scenarios necessary to justify recommendation to senior management and the Governor.
- 4) Virginia Evacuation Coordination Team for Operational Response, (*VECTOR*), will be activated as required. VECTOR SOP is published separately.
- 5) VEOC Watch Center Supervisor will contact Virginia Information Technology Agency (*VITA*) to request Conference Bridge to initiate conference call procedures with state agencies.
- 6) VERT Coordinator and Hurricane Program Manager (*HPM*) will participate in DHS/FEMA video-teleconferences.
- 7) Hurricane Program Manager (*HPM*) or the Hurricane Planner will establish communications with National Weather Service. Emergency Support Functions (*ESF*) #2 & #3 Group Leaders will establish communications with public utilities through the State Corporation Commission (*SCC*) and Virginia Information Technology Agency (*VITA*), the Virginia Department of Transportation (*VDOT*) Transportation Emergency Operations Center (*TEOC*) and other sources of information as needed.
- 8) State Coordinator or Deputy State Coordinator will notify ESF #14 Chief – Recovery, to draft an Executive Order for the Governor. In accordance with Section 44-146.17, the Executive Order will require use of any and all State Facilities for emergency response, and the use of those facilities for emergency response will take precedent over any other event.

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Readiness Condition 4 - Continued

- 9) State Coordinator will notify the Office of the Governor of the current situation and request the Governor issue an executive order, declaring a State of Emergency in anticipation of the mobilization of Virginia State Police (*VSP*) and Virginia National Guard (*VaNG*) resources with evacuation authority. Notify Chief Deputy State Coordinator and Deputy State Coordinator of current situation.
- 10) Virginia Department of Social Services (*DSS*), a part of VECTOR, will determine the need for State Managed Shelters based upon the threat and will initiate their activities in accordance with the Mass Sheltering Support Annex VI to the COVEOP.
- 11) VERT Coordinator will augment the VERT, as required.
- 12) Hurricane Program Manager (*HPM*) and/or the Hurricane Planner will review and implement the Hurricane Response Plan.
- 13) VERT Coordinator will review and finalize internal procedures for message handling, tracking expenses, begin documentation procedures, and assign an event name in VDEM crisis management system (*WebEOC*).
- 14) VEOC Watch Officers and VERT Planning Section will update the Common Operational Picture (*COP*) for hurricane response operations.
- 15) VERT Coordinator will prepare for the arrival of DHS/FEMA Emergency Response Team (*ERT-A*) at VEOC to coordinate and assist federal disaster relief officials as needed.
- 16) VERT Logistics Chief will prepare for federal identification and establishment of Mobilization Center and Staging Areas for commodities.
- 17) When the Governor declares a State of Emergency, the State Coordinator or designee will notify State Agency Directors, State Agencies, all local jurisdictions and DHS/FEMA. The State Coordinator or designee will notify Virginia State Police (*VSP*), Virginia National Guard (*VaNG*), and Virginia Department of Transportation (*VDOT*) to mobilize for *potential* evacuations.
- 18) VERT Coordinator will alert state agencies and potential host localities along evacuation routes of a possible evacuation and request status of available sheltering capabilities.
- 19) VERT Coordinator will initiate requirement that daily Situation Reports (*SITREPS*) be submitted to the VERT identifying all available shelter information.
- 20) VEOC Watch Officer will transmit tropical system watches and warnings to localities via Virginia Criminal Information Network (*VCIN*) or other available communication pathways.
- 21) Hurricane Program Manager (*HPM*) or the Hurricane Planner will establish communications with National Hurricane Center Hurricane Liaison Team (*HLT*) to obtain updated hurricane track projections and forecast information.
- 22) Planning Section will provide updated status reports (*e.g. Sit-Reps., SPOT Reports*) to the Office of the Governor, Cabinet and Agency heads, DHS/FEMA, state agencies and localities, and private and volunteer organizations as needed.
- 23) VERT Coordinator will ensure funding is available for VEOC staff logistical items.

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Readiness Condition 4 – Continued

- 24) VEOC Watch Center Supervisor will bring Radio Amateur Civil Emergency Service (*RACES*) to Level One (*notification*) status.
- 25) VERT Logistics Chief will check agency vehicles to ensure they are ready for response.
- 26) VDEM Public Information Officer (*PIO*) activates the ESF#15 media plan to ensure public notification.
- 27) VERT External Affairs will develop staffing plan for the Virginia Public Information Center (*VPIC*).
- 28) VERT Coordinator will prepare for the potential arrival of the DHS/FEMA Joint Field Office (*JFO*) staff.
- 29) VERT Coordinator will augment predetermined state staffing resources to match DHS/FEMA City/County liaison representatives for projected impacted localities.
- 30) Continue/complete all Readiness Condition 5 activities.

Readiness Condition 3 - Forecasted Arrival of Tropical Storm Force Winds 96 to 48 Hours

- 1) VERT Coordinator will set VEOC Condition D. (*The VEOC Operations Plan is published separately.*)
- 2) Governor to declare and convey mandatory evacuation authority, as necessary.
- 3) VERT Coordinator will request situation reports from all localities undertaking major preparatory actions declaring a local emergency, evacuations, opening local EOC, sheltering, and/or encountering problems.
- 4) Hurricane Program Manager (*HPM*) or the Hurricane Planner will coordinate traffic issues concerning the Virginia Hurricane Lane Reversal Plan, and verify timeframes with Virginia Department of Transportation (*VDOT*), Virginia State Police (*VSP*), and Virginia National Guard (*VaNG*) in anticipation of potential mandatory evacuation of storm surge vulnerable areas.
- 5) ESF #6 Mass Care, will coordinate all shelter related issues with host shelter localities/facilities, as needed due to the level of the threat per the Mass Sheltering Support Annex VI of the COVEOP.
- 6) VERT Planning Section will initiate conference call procedures with National Weather Service, at-risk localities, and state agencies.
- 7) Hurricane Program Manager (*HPM*) or Hurricane Program Planner will establish communications with North Carolina Emergency Operations Centers (*NCEOC*) to exchange evacuation status and anticipated actions.
- 8) VEOC Communications Supervisor will bring Radio Amateur Civil Emergency Service (*RACES*) to Level Two (*standby*) status and ensure VEOC Radio Amateur Civil Emergency Service (*RACES*) equipment is prepared for operations.
- 9) DHS/FEMA Federal Coordinating Officer (*FCO*) and Defense Coordinating Officer (*DCO*) are in place.
- 10) DHS/FEMA ERT-A provides authority to plan operations with the VERT ESF's i.e. United States Army Corps of Engineers (*USACE*) critical infrastructure and debris removal plans.
- 11) VEOC Watch Officers and VERT Planning Section will update the Common Operating Picture (*COP*).
- 12) Continue/complete all Readiness Condition 4 activities.

Readiness Condition 2 - Forecasted Arrival of Tropical Storm Force Winds 48 to 24 Hours

- 1) VERT Coordinator will augment the VEOC to full operational status, Condition E. Staff all major functions not previously staffed. *(The VEOC Operations Plan is published separately.)*
- 2) State Coordinator will establish Unified Command with DHS/FEMA staff at VEOC.
- 3) VEOC Communication Supervisor will bring Radio Amateur Civil Emergency Service (*RACES*) to Level Three (*deployment*) status to VEOC.
- 4) At approximately **48 hours** prior to the arrival of tropical storm force winds the Governor will convey his decision for mandatory evacuation via conference call with the Hampton Roads Chief Elected Officials. *(It is recommended that Mandatory Lane Reversal not begin during hours of darkness.)* If the decision is to evacuate Hampton Roads via Lane Reversal, Go to #5 below. If the decision is to evacuate without the use of Lane Reversal, Go to #14 below.

Mandatory Lane Reversal Evacuation

- 5) At **48 hours**, following the completion of the Governor's conference call with local Chief Elected Officials, the State Coordinator or designee will advise Virginia State Police (*VSP*), Virginia National Guard (*VaNG*) and Virginia Department of Transportation (*VDOT*) to preposition for Lane Reversal evacuation in accordance with Virginia Department of Transportation (*VDOT*) Hurricane Lane Reversal Plan. The State Coordinator or designee will advise the Office of the Governor, Secretary of Public Safety and the Office of Commonwealth Preparedness. VDEM Public Information Officer (*PIO*) activates the ESF #15 media plan to ensure public notification.
- 6) At **46 hours**, the VERT Planning Section will conduct a conference call with at-risk local emergency managers and state agencies to inform them of the Governor's decision regarding Lane Reversal and the pre-positioning of state resources.
- 7) At no later than **38 hours**, inform localities of the implementation of evacuation for all non-Lane Reversal evacuees using Routes 58 & 460 through Bowers Hill. Notify localities to identify and staff "refuges of last resort", as necessary.
- 8) At **36 hours** begin with the initial securing and sweeping of I-64 eastbound for westbound traffic for evacuation if the storm is forecasted to make landfall **at Category 3 or higher**, or as may be determined based upon the threat to the Commonwealth
- 9) The VEOC will advise North Carolina Emergency Operations Center (*NCEOC*) of Governor's Mandatory Lane Reversal Evacuation decision.
- 10) At **30 hours** Virginia Department of Transportation (*VDOT*) will implement Lane Reversal Evacuation as authorized. The State Coordinator or designee will advise the Office of the Governor, Secretary of Public Safety and the Office of Commonwealth Preparedness. The VEOC will advise Virginia State Police (*VSP*) liaison, Virginia National Guard (*VaNG*) liaison, localities and the North Carolina Emergency Operations Center (*NCEOC*) of the evacuation implementation.
- 11) VEOC will monitor Lane Reversal evacuation activities and will respond as requested to incidents.
- 12) VERT Coordinator will check and report on the readiness preparations of selected localities and assure the continued submission of daily situation reports from local EOC's.
- 13) Continue/complete all Readiness Condition 3 activities.

Readiness Condition 2 - Continued

Non- Lane Reversal Evacuation

- 14) At approximately **48 hours** prior to the arrival of tropical storm force winds the Governor will convey his decision for mandatory evacuation via conference call with the Hampton Roads Chief Elected Officials. The Governor will convey that evacuation will proceed without utilizing the VDOT Hurricane Lane Reversal Plan.
- 15) At **46 hours**, VERT Planning Section will conduct a conference call with localities and state agencies to inform them of the Governor's decision regarding evacuation.
- 16) At **38 hours** discuss the implementation of evacuation for all At-Risk evacuees. Notify localities to identify and staff "refuges of last resort", as necessary.
- 17) VEOC will monitor mandatory evacuation activities and will respond as requested to incidents.
- 18) VERT Coordinator will check and report on the readiness preparations of selected localities and assure the continued submission of daily situation reports from EOC.
- 19) Continue/complete all Readiness Condition 3 activities

Readiness Condition 1 - Forecasted Arrival of Tropical Storm Force Winds Within 24 Hours

- 1) Continue to monitor Mandatory and/or Lane Reversal Evacuation.
- 2) VERT Planning Section will conduct a conference call with localities and state agencies regarding any issues they may have concerning the status of the Mandatory Evacuation, if required. VDEM Public Information Officer (*PIO*) to utilize the ESF #15 media plan to ensure public notification.

Mandatory Lane Reversal Evacuation

- 3) At **8 hours**, VERT Coordinator will confer with the State Coordinator or designee regarding the termination of Lane Reversal Evacuation and initiate road clearance at **6 hours**, in accordance with VDOT Hurricane Lane Reversal Plan. State Coordinator or designee will advise the Office of the Governor, Secretary of Public Safety and the Office of Commonwealth Preparedness. VERT Coordinator will advise Virginia State Police (*VSP*) liaison, Virginia National Guard (*VaNG*) liaison and Virginia Department of Transportation (*VDOT*) Transportation Emergency Operations Center (*TEOC*) and advise the localities via Virginia Criminal Information Network (*VCIN*) or other confirmed pathways.
- 4) At **7 hours**, VERT Planning Section will conduct a conference call with localities and state agencies and coordinate the preparation to terminate Lane Reversal Evacuation and initiate road clearance at **6 hours** before the arrival of tropical storm force winds.

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Readiness Condition 1/Mandatory Lane Reversal - Continued

- 5) At **6 hours**, terminate Lane Reversal Evacuation; Virginia Department of Transportation (VDOT), Virginia State Police (VSP) and Virginia National Guard (VaNG) resources will initiate road clearance of reversed lanes before the arrival of tropical storm force winds. Evacuees still in route will be directed to “refuges of last resort” by local resources where refuges are available.
- 6) VERT Coordinator will monitor and report on the status of the evacuation to the Governor, Secretary of Public Safety and the Office of Commonwealth Preparedness.
- 7) Continue/complete all Readiness Condition 2 activities.

Non- Lane Reversal Evacuation

- 8) VEOC will monitor mandatory evacuation activities and will respond as requested to incidents.
- 9) VERT Coordinator will check and report on the readiness preparations of selected localities and assure the continued submission of daily situation reports from local EOC's.
- 10) Continue/complete all Readiness Condition 2 activities

Landfall - Arrival of Tropical Storm Force Winds thru Departure of Tropical Storm Force Winds

- 1) Continue to monitor the track of the storm.
- 2) Monitor shelter status.
- 3) Prepare for resource requests.

Emergency Relief Phase - Life Saving Operations & Restoration of Essential Services

- 1) VERT will assist with life-saving operations and with restoration of essential services and facilitate the access of Preliminary Damage Assessment (PDA) Teams and other critical workers to the damaged areas.
- 2) With the help of federal and state officials within a predetermined timeframe of the passing of the storm, the Operations Section will coordinate on-site needs assessment of damaged areas.
- 3) ESF #14 Group Leader will coordinate PDA process with federal, state and local resources.
- 4) ESF #14 Group Leader will complete PDA that will be the basis for requesting federal disaster assistance.

Note: Although coastal localities and the VEOC will be using these hurricane-specific operations periods, others, to include host localities, may not. They do not currently have separate hurricane plans and will be using the standard operations periods as provided in the COVEOP.